DOCUMENT RESUME

ED 237 817 CE 800 078

AUTHOR Burgenbauch, Susan; Cooney, Joe
TITLE Regional Occupational Program (ROP) Office Occupations Entry Standards Assessment.
INSTITUTION San Mateo County Office of Education, Redwood City, CA.
PUB DATE Nov 79
NOTE 15p.
PUB TYPE Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Basic Skills; Clerical Occupations; Computation; Job Skills; *Job Training; Listening Skills; Mathematics Skills; *Minimum Competencies; *Occupational Tests; *Office Occupations; Reading Comprehension; *Screening Tests; Secondary Education; Vocational Evaluation; Writing Skills

ABSTRACT

The purpose of this skills assessment instrument is to determine if a student has the basic mathematics, reading, writing, and listening skills needed in training for office occupations. The instrument contains 29 items which test mathematical computation skills; reading comprehension; understanding of percentages and fractions; ability to read graphs, business forms, and charts; knowledge of grammar, punctuation, and spelling; and ability to take messages. The last page contains a spelling word list and sentences for spelling dictation. A telephone message which the counselor is to read to the student is also included. (DC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

✓ This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED237817

A SKILLS CHECK

This skills check is to help you and your counselor know if you have the math, reading, writing and listening skills needed for training for this job. The instructor of the course asks that you have these skills before coming to training. If you don't have these skills, we offer classes to help you learn them. You'll only work on the skills you'll need and then you'll move into training.

Relax. Take your time.

Don't worry. If you can't do it now, you will have the opportunity to learn.

NAME_____

COUNSELOR'S NAME_____ ETU_____

DATE OF YES/NO REVIEW_____

DATE ESA COMPLETED_____

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

William K. Jennings

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)"

CE800078

REGIONAL OCCUPATIONAL PROGRAM (ROP)

OFFICE OCCUPATIONS

ENTRY STANDARDS ASSESSMENT

ENTRY STANDARDS ASSESSMENT (E.S.A)

for

ROP OFFICE OCCUPATIONS

Check The Items You Can Do

Identify the following signs to your counselor. (What do you do?) _____

+ = _____ - = _____

• or x = _____) or ÷ = _____

1. To keep track of supplies on hand or hours on time sheets, office workers may need to add or subtract fractions.

   Solve the following problems and write in simplest form: _____

   (a) 3 1/3 + 5 3/8 = _____ 2B.3

   (b) 6 1/3 + 4 1/2 + 5 5/6 = _____

   (c) 8 - 4 3/8 = _____ _____

   2B.8

2. Some office workers must be able to maintain simple budget records. To demonstrate the ability to perform this task, solve the following additions: _____

(1)	(b)	
$20.85	$149.95	3E.3
14.95	57.65	
6.75	20.50	
+ 2.55	89.88	
	+ 17.49	

3. Office workers must be able to keep track of expenditures for requisitions and petty cash. To demonstrate the ability to perform this task, do the following subtraction problems: _____

(a)	(b)	
$25.00	$487.16	3E.4
- 6.75	- 29.87	

*Standards stipulated by classroom instructor
Developed by CETA Staff Development Project
Revised 11/79

Check The Items You Can Do

4. Most workers must be able to calculate the cost of supplies needed. To demonstrate the ability to perform this task, perform the following multiplication problems: _____

(a) $16.95 x 25 (b) $80.25 x 18 3E.5

5. If a man earns $6.275 per hour, find his total take-home pay if he works 8 hours on Monday through Thursday and 7.5 hours on Friday and his total deductions are $50.63. _____

3F.1

_____

6. Clerical workers must be able to calculate sales tax, discounts and rates. To demonstrate this ability, please solve the following problems: _____

(a) 5.5% of 8.75 = _____ 4B.1

_____

(b) 12 is _____% of 60? 4B.2

_____

(c) 25% of _____ = 23. 4B.3

7. The company you work for gives a 9% raise each year. If you are now making $8,500 a year, how much will you be making in two years? _____

4C.1

_____

Check The Items You Can Do

7. To use a calculator or a ten-key adding machine, you must be able to convert fractions to decimals. Change each of the fractions below to a decimal: (If it doesn't come out exactly, write out each decimal to four places.)

(a) 1/2 = _____ (b) 1/8 = _____

(c) 1/5 = _____ (d) 1/3 = _____

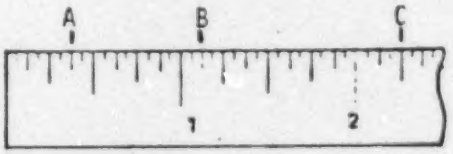
5A.1a

9. To calculate with percentages, you will have to convert them to decimals. Change each of the following percentages to decimals:

(a) 25% = _____ (b) 8½% = _____ (c) 123% = _____

5A.3a

10. To set up a page of typing, an office worker may need to use a ruler. Give the measurements in inches shown by the letters on the ruler below:



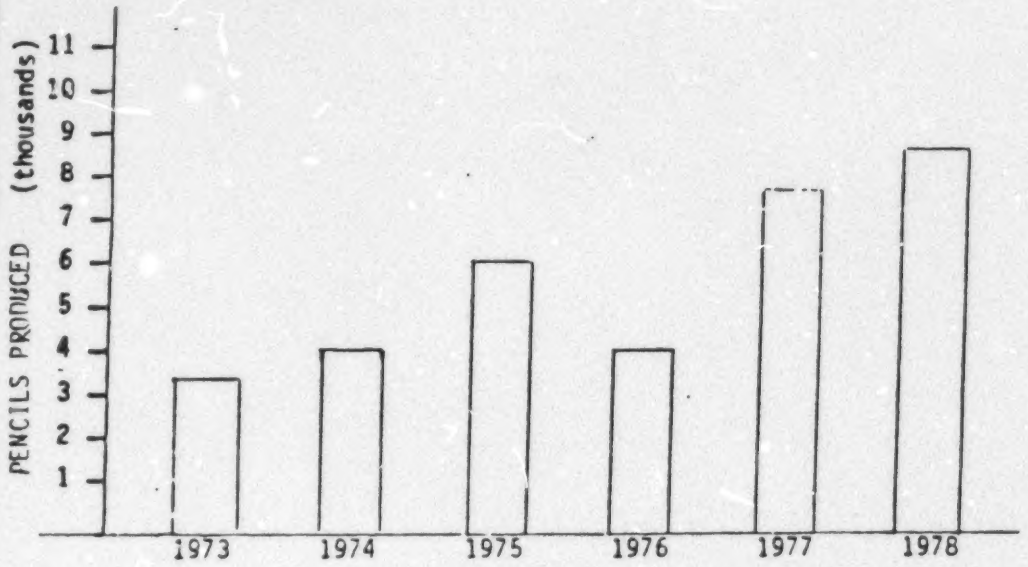
A = _____ B = _____ C = _____

8A.5c

Check The Items You Can Do

11. Look at the graph below and answer the following questions:

10A.1



(a) Which year had the highest production? _____

(b) How many pencils were produced in 1977? _____

Check The Items You Can Do

12. Clerical workers must work with a variety of forms. Read the following supply request and answer the questions below:

16A.4

NAME	PHONE/EXT.	REQUEST DATE	ORDER DATE
J. Alfred Prufrock	3299	12/20/76	1/7/77
PROGRAM	**ACCOUNT NUMBER**	**APPROVED BY**	
MERMAID	123-14F-137632-1404	T.S. Eliot	

QUANTITY	DESCRIPTION	ACCOUNTING USE ONLY Unit Cost	
25	Blue 3-Ring Binders, Size 8½x11		

Delivery Date _____ Received By _____ Total Cost _____

(a) How many binders are needed? _____

(b) When were the binders requested? _____

(c) What program will use the binders? _____

(d) Who approved the request? _____

Check The Items You Can Do

13. Clerical workers will often consult tables and charts to find prices and other information. Examine the following chart and answer the questions below:

16B.3

Weight (up to)	100 miles	200 miles	300 miles	400 miles	500 miles
5 pounds	$5.40	$5.40	$5.40	$5.40	$5.40
10 pounds	5.40	5.40	5.60	5.90	6.10
15 pounds	5.60	5.90	6.20	6.50	6.80
20 pounds	5.90	6.20	6.50	6.80	7.10
30 pounds	6.00	6.40	6.80	7.20	7.60
40 pounds	6.10	6.60	7.10	7.60	8.10
50 pounds	6.20	6.85	7.50	8.15	8.80
75 pounds	7.00	7.85	8.70	9.55	10.40
100 pounds	7.50	8.60	9.70	10.80	12.00

(a) What is the charge for sending a 30-pound parcel 400 miles?

_____

(b) How much would it cost to send an 8-pound box 200 miles?

_____

10. Read the following want ads and answer the questions below: _____

16E.2

1. _____
CLERK
Real estate organization firm located in San Mateo seeks individual who enjoys working with numbers & has good 10 key skills. Immediate opening. Will train. 574-4930
_____

2. _____
CLERK TYPIST
Qualified typist. Full time or part time U. S. citizenship req. Call Ms. Eggleston at 556-0980. bef noon U. S. Environmental Protection Agence. 215 Fremont St SF EOE

3. _____
RECEPTIONIST
Garment co nds person w good personality & phone voice typ req'd. Exc. benefits Zano Corp 552-4300 165 8th St. SF
_____

4. _____
WORD Processing Operator Trainee. Must type 65+, good machine transcription and grammar skills. For appt call 772-2313 Equal oppty employer M/F/H AMFAC
_____

(a) What kind of organization wants someone who has a good phone voice?

_____

(b) What does EOE mean in ad number 2?

_____

(c) Which job requires U. S. Citizenship?

_____

Check The Items You Can Do

16. Read the passage below and answer the following questions: _____ 17A.5

Georgia works for the Donne Compass Company, Inc., in New London, Connecticut. She is a Typist Clerk II in the accounting department. Her duties involve typing budget reports, filling out ledger entries, and typing letters for her boss, Mr. Dryden. Georgia has been on this job for two years and hopes to be promoted to a Typist Clerk III soon. If she gets her promotion, her salary will increase from $785 a month to $895 per month.

(a) Where is the Donne Compass Company located?

_____

(b) What is Georgia's job title?

_____

(c) How much money does Georgia make each month?

_____

17. Check the groups of words which are NOT complete sentences. _____ 22C.1

_____ Office workers enjoy busy, exciting careers.

_____ The more rewarding the job.

_____ Her machine at the end of the period.

_____ Bill placed the paper in the machine.

_____ Al, a clever repairman, and his tools.

_____ Lola covered her machine at the end of the period.

Check The Items You Can Co

18. Underline the correct word in parenthesis: _____

(a) Neither of the men (is, are) working. 22C.25d

(b) There (was, were) five books on the shelf.

(c) (Don't, Doesn't) he know how to do it?

(d) A group of girls, including my sister, (is, are) going to Europe this summer.

19. Fill in the blanks. (The first two lines are examples.) _____

Ex:	I sing	I sang	I will sing	I have sung	22C.26
Ex:	I speak	I spoke	I will speak	I have spoken	
(a)	I choose	I chose	I will choose	I have _____	
(b)	I begin	I began	I will begin	I have _____	
(c)	I drive	I drove	I will drive	I have _____	
(d)	I eat	I ate	I will eat	I have _____	
(e)	I throw	I threw	I will throw	I have _____	

20. Add punctuation as needed to the following sentences: _____

(a) Vera my best friend lives in San Jose 22C.35

(b) Johns dog chased its tail 22C.38

(c) I enjoyed reading the book didnt you 22C.42

(d) Bill tried hard however he finally had to give up 22C.34

21. Which of the following is wrong? _____

_____ He hurried home. He was not too late. 22C.36

_____ She answered the telephone; no one was there.

_____ He typed fast; therefore, the letter was finished on time.

_____ They stopped by yesterday, we had gone out.

Check The Items You Can Do

22. Underline the letters which should be capitalized:

22C.39

(a) the president of the school board is dr. matthews.

(b) our professor made us read the lesson in french.

(c) the early pioneers crossed the mississippi river and the rocky mountains.

(d) peru, bolivia and equador are spanish-speaking countries.

(e) irving berlin wrote the song, "white christmas".

23. Underline the correct word choice:

22C.40

(a) Sew the (lose, loose) button on this shirt.

(b) (Whose, Who's) book is this?

(c) I am taking a (coarse, course) in English.

(d) We took a coffee (brake, break).

(e) I (lay,laid) down to rest yesterday afternoon.

24. Underline the correct word or words in parenthesis:

22C.43

(a) (She and I, She and me) are good friends.

(b) My brother loaned the car to (him and I, him and me).

(c) The boys and (we, us) are going.

(d) She is as smart as (I, me).

(e) No one looked as pretty as (she, her).

(f) He is the man (who, whom) I most respect.

(g) (Who, Whom) did you say was coming?

Check The Items You Can Do

25 Write the address of the following companies, using the San Mateo County Telephone Directory: _____

Fremont Indemnity 25C.5

_____

Hong Kong Restaurant

_____

Stacey's Book Store, San Francisco

_____

26. Underline the correct spelling: _____

(a) I will (reccomend, recommend) him for the job. 20C.1

(b) Henry is (fourty, forty) years old.

(c) Some people expect special (privileges, priviledges).

(d) He took aspirin to (releive, relieve) his headache.

(e) The car is (equiped, equipped) with deluxe features.

27. Listen to the following words and write them down using correct spelling: _____

(dictate 10 words here) 20C.2

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Check The Items You Can Do

28. Office workers must be able to take phone messages. Listen to the following message and write a short note containing the important points:

22D.1

DATE _____ HOUR _____

TO _____

WHILE YOU WERE OUT

M _____

OF _____

PHONE _____
AREA CODE PHONE NUMBER

TELEPHONED		RETURNED CALL		LEFT PACKAGE	
PLEASE CALL		WAS IN		PLEASE SEE ME	
WILL CALL AGAIN		WILL RETURN		IMPORTANT	

MESSAGE _____

SIGNED _____

The AICO-UTILITY Line Form No 85-048

29. Explain to your counselor how to get to OICW from your house.

25D.2

Check The Items You Can Do

27. Word list, with sentence using each word for spelling dictation.

20C.2

secretary	Ask the secretary for an appointment.
business	A new business just opened next door.
sincerely	Close the letter with 'Very sincerely yours'.
February	The bill came last February.
truly	He signed the letter 'Yours truly, Bill'.
calendar	Did you get the new calendar for next year?
license	Your driver's license has expired.
unnecessary	An extra copy is unnecessary.
preferred	She preferred to call early.
proceed	Now that we have the order number, we can proceed with the delivery.

28. Office workers must be able to take phone messages. Listen to the following message and write a short note containing the important points:

22D.1

This is John Jones of the Perry Manufacturing Company. Would you please have Mr. Nelson call me between 9:00 and 11:00 o'clock tomorrow morning. My phone number is 616-1778, extension 429. Thank you.